

VIII. SHPO Monitoring of *Certified Local Governments*

The SHPO must monitor the *CLG* and its program on an on-going basis based on quantity, quality, and timeliness. The SHPO must conduct periodic evaluations of *CLGs*. In order to provide a basis for evaluations, the *CLG* must prepare and submit quarterly reports to SHPO and be formally evaluated at least once every four years.

A. The *CLG* must submit quarterly reports to SHPO.

Quarterly reports help ensure that *CLG* performance of responsibilities are consistent and coordinated with the state's programmatic *CLG* goals. Refer to Section IV. G. 1. for quarterly report requirements. SHPO will notify the local Historic Preservation Officer and/or local chief elected official by telephone, email, or mail if performance levels and/or responsibilities are not met. If inadequacies of the *CLG* are determined by SHPO, the *CLG* and SHPO must meet and/or correspond in good faith to remedy the problems. Inadequate and consistently late reporting may result in SHPO placing the *CLG* on probation. See Section X.

B. The SHPO will review and evaluate *CLG* performance not less than once every four (4) years.

Periodic SHPO Evaluations ensures that *CLG* performance and responsibilities are consistent and coordinated with the state historic preservation planning process and the goals of the *CLG* program. SHPO Evaluation must include, but is not limited to, the *CLG* performance, programmatic plans, goals, and accomplishments, compliance with local, state, and national preservation legislation, inventory of historic resources, and record of public participation. The evaluation must also include an assessment of the fiscal management of grant monies. By invitation or out of concern for the welfare of the *CLG* program, the local chief elected official, local Historic Preservation Officer, or the Commission may request a review a *CLG's* performance at less than four (4) year intervals. If the SHPO finds it necessary, it may review and evaluate the *CLG's* performance at less than four (4) year intervals.



Figure 18. Slayton Mercantile, Lavina.

SHPO will meet with the Commission and the local Historic Preservation Officer, and if necessary, with the local chief elected official. The SHPO will contact the local Historic Preservation Officer in advance to set a convenient meeting time. SHPO will provide a draft agenda and the Standards of *CLG* Performance prior to the meeting. The *CLG* will prepare, review the *CLG* Performance Standards, and respond to pre-meeting requests or questionnaires by the SHPO. The SHPO will meet separately with the local Historic Preservation Officer to review programmatic files, inventories, subgrant management, and any other office business.

Within sixty (60) days of the Evaluation meeting, SHPO will provide a written SHPO Evaluation to the *CLG* on its programmatic assessment and fiscal management of grant monies.

If the SHPO Evaluation of a *CLG's* performance indicates that, in the SHPO judgment, such performance is inadequate, the SHPO will notify the local Historic Preservation Officer and/or the local chief elected official by telephone, email, and/or mail, and offer ways to improve performance. If gross deficiencies are determined by SHPO, the *CLG* and SHPO must meet and/or correspond in good faith to remedy these deficiencies. Prolonged, gross deficiencies may result in *CLG* probation and decertification. See Section X.

C. The CLG must meet the Standards of CLG Performance.

The CLG Performance Standards are:

1. The CLG complies with all federal, state, and local legislation (ordinance, resolution, other legal instruments).
2. The CLG insures historic preservation concerns are considered at all levels of local government planning and are incorporated as goals of other local, state, and federal projects.
3. The CLG promotes preservation and enforces appropriate local legislation for the designation and protection of historic properties eligible for and listed in a local register if applicable, the National Register of Historic Places, and National Historic Landmarks within its jurisdiction.
4. The CLG administers local preservation legislation, including design and demolition, if so authorized.
5. The CLG engages in preservation activities that are eligible and allowable under Historic Preservation Fund grants.
6. The CLG established and maintains a historic preservation Commission of at least five (5) members who have a demonstrated a special interest, experience, or knowledge of history, architecture, or historic preservation.
7. The CLG appoints at least three (3) Commission members who possess professional expertise in the disciplines of history, planning, archaeology, architecture, architectural history, historic archaeology, folklore, cultural anthropology, curation, conservation, landscape architecture, or other preservation-related disciplines to the extent available within the community.



Figure 19. Pappas & Loucas Block, Roundup.

8. The CLG demonstrates that attempts are made through public notification to invite qualified professionals to serve on the Commission.
9. The CLG fills the vacancies of the historic preservation Commission in a timely manner, preferably within sixty (60) days.

10. The CLG established term lengths for Commission members.
11. The CLG has the resumes of each Commission member on file in the CLG office.
12. The CLG annually forwards a current list of Commission members with their contact information and professional disciplines.
13. The CLG annually forwards the resumes, contact information, and professional disciplines of new Commission members.



Figure 20. Herman Kemna House, Helena.

14. The CLG meets at least quarterly, preferably monthly.
15. The CLG meets in accordance with public meeting laws, including public notification of meeting, place, time, agenda, and public participation.
16. The CLG maintains written minutes of each meeting on file with the CLG.
17. The CLG submits written minutes of each meeting to the SHPO with its quarterly reporting.
18. The CLG ensures public participation in its preservation program.
19. The CLG informs the public of all decisions made by the Commission.
20. The CLG is annually represented by at least one (1) Commission member and/or the local Historic Preservation Officer for at least one (1) SHPO-sponsored CLG meeting or training opportunity.
21. The CLG is kept informed of the preservation activities of the Commission and the local Historic Preservation Officer at least annually.
22. The CLG invites Commission members to serve with its other governmental functions (such as planning, zoning, economic development).

23. The CLG maintains a list of properties listed in the National Register of Historic Places, and National Historic Landmark if applicable (historic districts and individually listed historic resources).
24. The CLG maintains current survey data that is available and easily accessible to the public.
25. The CLG maintains survey data that is compatible with SHPO inventory, standards, and criteria.
26. The CLG maintains survey data that is compatible with the local and state historic preservation plans, and other appropriate local and state planning processes.



Figure 21. Hotel Metlen, Dillon.

27. The CLG produces new survey information on historic properties.
28. The CLG prepares new and revises National Register nominations.
29. The CLG reviews National Register nominations according to procedures outlined in the Montana CLG Manual.
30. The CLG seeks professional expertise when a National Register nomination requires the review of a certain professional discipline not represented in the Commission membership.
31. The CLG prepares recommendation reports, including public comments, on National Register nominations on behalf of the Commission and the local chief elected official, and submits them to SHPO at least sixty (60) days before consideration by the State Historic Preservation Review Board.
32. The CLG may grant a waiver to SHPO for a nomination review period of less than sixty (60) days.
33. The CLG forwards to SHPO all original, official concurrent/objections upon receipt from property owners.
34. The CLG accurately and completely reports preservation activities to SHPO on a quarterly basis.
35. The CLG submits their quarterly reports on or before the deadline.
36. The CLG applies, on or before the announced deadline, for grant funding from SHPO, when available.

37. The CLG completely spends its annual historic preservation grant funding in an allowable and timely fashion.
38. The CLG provides for minimum funding match (cash or in-kind) requirements, preferably providing and reporting overmatch to SHPO on a quarterly basis.
39. The CLG maintains well-organized programmatic and financial records for at least three (3) years.
40. The CLG maintains a list of equipment purchased with historic preservation grant funds and the equipment is in the possession of the CLG.
41. The CLG performs preservation outreach activities, such as technical assistance, publications, Preservation Week, and public programs.
42. The CLG provides preservation education opportunities to the public.
43. The CLG submits five (5) copies of all preservation publications, if produced, to SHPO.
44. The CLG includes sponsor/disclaimer information provided by SHPO, and required by the National Park Service, as part all CLG-sponsored activities, publications, and projects.
45. The CLG appointed and retains a local Historic Preservation Officer according to locally established procedures.
46. The CLG makes the local Historic Preservation Officer accessible to the public and SHPO.



Figure 22. Masonic Temple, Billings.

47. The CLG provides email service to the local Historic Preservation Officer.
48. The CLG participates in the Montana CLG List-Serve, if available.
49. The CLG created and adopted a comprehensive preservation plan within two (2) years of certification.
50. The CLG utilizes their comprehensive preservation plan and updates it at least every five (5) years to meet the needs and goals of the community.

51. The CLG plans goals, activities, and projects that are consistent with the state historic preservation plan.
52. The CLG submits its preservation plans to SHPO.
53. The CLG prepares and participates in the CLG Evaluation.
54. The CLG avoids conflict of interest.
55. The CLG submits signed conflict of interest statements from historic preservation Commissioners to SHPO.
56. The CLG communicates well and often with the local chief elected official, SHPO, and other CLGs.
57. The CLG monitors agreements under the provisions of 36 CFR 800 if designated and authorized by SHPO.
58. The CLG responds as a consulting party under the provisions of 36 CFR 800.2 in a timely manner, if required under local ordinance. Otherwise, the CLG responds as time and staff allow.
59. The CLG cooperates with individuals, organizations, and groups in furthering CLG preservation goals and projects.
60. The CLG works in good faith to resolve difficulties regarding preservation issues.
61. The CLG will conduct CLG business in a professional, appropriate, and timely manner.
62. The CLG explores ideas, funding sources, new technology, etc. for promoting its preservation program.
63. The CLG satisfactorily performs other duties formally delegated by SHPO.

D. The CLG and SHPO must retain all CLG evaluations performed by the SHPO.

All programmatic and financial reports from CLG evaluations will be available at the CLG and the SHPO. All programmatic and financial mismanagement information will be retained by SHPO.



Figure 23. First Bank of Glasgow.